

LA-Ventura Funding Area
Disadvantaged Community Involvement Program (DACIP)
Task Force Meeting #9

Agenda
Wednesday, June 7, 2017

1:00 p.m. to 3:00 p.m.

Santa Clarita City Hall

Meeting Summary

In-Person Attendees:

Rick Viergutz	Upper Santa Clara IRWM Group
Heather Merenda	Upper Santa Clara IRWM Group
Lynn Rodriguez	Watersheds Coalition of Ventura County
Lara Meeker	Watersheds Coalition of Ventura County
Jolene Guerrero	Greater LA IRWM Group
Grace Kast	Greater LA IRWM Group
Boykin Witherspoon	Cal State University
Virginia Maloles-Fowler	LA County Flood Control District (Lead Agency)
Serineh Minasmasihi	LA County Flood Control District
Peter Massey	Tree People

Attendees on the phone:

Matt Frary	LA County Flood Control District
Leighanne Kirk	West Basin Municipal Water District – GLAC Region

1. Review and Approve Notes from Meeting #8 – April 19, 2017

The Task Force unanimously approved the notes as presented.

2. LA-Ventura Funding Area DACIP Grant Proposal Update

- a. Recap of conference call with DWR
- b. Status of proposal revisions to DWR
- c. Timeline for next steps

DACIP Task Force Members

Greater Los Angeles County

Jolene Guerrero

Grace Kast – Co-chair

Upper Santa Clara Regional

Water Management Group

Rick Viergutz

Heather Merenda

Watersheds Coalition of

Ventura County

Lynn Rodriguez – Co-chair

Lara Meeker

The DACIP is charged with working collaboratively using a consensus based approach to implement a Funding Area-wide Disadvantaged Community Involvement Program that meets the following objectives in accordance with the DWR IRWM Grant Program:

- 1) Work collaboratively to involve DACs, community-based organizations, and stakeholders in IRWM planning efforts to ensure balanced access and opportunity for participation in the IRWM planning process
- 2) Increase the understanding, and where necessary, identify the water management needs of DACs on a Funding Area basis
- 3) Develop strategies and long-term solutions that appropriately address the identified DAC water management needs

All three items were discussed collectively.

Virginia Maloles-Fowler referred to the revised proposal sent out to the Task Force on May 31st and asked for comments. The anticipated timeline to submit the revised proposal to DWR is June 26th. Grace Kast will review DWR's comments and the Task Force's responses with the GLAC DAC Committee on a conference call at 9:00 am on June 21st. They will be asked to provide comments within a day or two of that conference call.

The Task Force discussed the schedule before and after the grant agreement which was expected to be executed (by October).

3. Update from Lead Agency (LA County)

- a. MOU between Los Angeles County Flood Control District (LACFCD) and LA-Ventura Funding Area Partners including West Basin Municipal Water District (WBMWD)

Ms. Maloles-Fowler reported that she had distributed 2 draft MOUs (MOU between each region and LACFCD and, MOU between each region, LACFCD and WBMWD) for review by the County of Ventura and Upper Santa Clara River region representatives. Discussion took place as to whether County of Ventura would seek Advance Payments or contract directly with one of the As-Needed Consultants which could affect the schedule of implementing task orders with consultants. Everyone understood that MOUs needed to be approved and executed by September 2017 to meet DWR's deadline date for grant agreement execution of October 2017.

- b. Grant Agreement Template
Lynn Rodriguez sent out a copy of the North Coast Grant Agreement to the Task Force members previously. Discussion was deferred to a future meeting.

4. Governing Guidelines for DACIP Task Force

- a. Review Task Force members list of responsibilities
Ms. Maloles-Fowler explained the Draft Governing Guidelines list of responsibilities for the Task Force members. The list of responsibilities for LACFCD, IRWM Region representatives, and Program Managers responsibilities was also discussed. The Task Force purpose and responsibilities, along with LACFCD, Region representatives, and program managers' respective roles throughout the DACIP program was discussed. LACFCD staff will update the list of responsibilities for LACFCD, IRWM region representatives, and the program managers to be consistent with the list provided in the both Funding Area and WBMWD Consulting Services MOUs.

5. Scope of Work and Task Orders

- a. Scope of Work and Task Order flowchart for decision making
A general recap of the meeting held on Monday, June 5th with County of Ventura, Upper Santa Clara River IRWM, WBMWD, and LACFCD was provided to the Task Force. Ms. Rodriguez reported that Sue Hughes from County of Ventura and Russ Bryden from LACFCD attended the meeting. The purpose of that meeting was to clarify, discuss and understand the implementation process, issuance of task orders, invoicing/reporting, cashflow and reimbursement from DWRof. Ms. Rodriguez also informed the Task Force that County of Ventura will be exploring whether to utilize WBMWD's As-Needed Consultants or contract directly with the consultants.

Ms. Rodriguez reiterated that she would be working with Ms. Hughes to determine whether to request advance payments from DWR or seek temporary funding within the County of Ventura to fund upfront costs while awaiting DWR reimbursements.

A discussion on issuing request for proposals from the prime consultants, scopes of work must be developed. The Task Force members will review the tasks/subtasks described in the draft proposal to prepare scopes of work for WBMWD to include in the RFPs. Ms. Kast asked Ms. Kirk to send out a sample/template of one of their RFPs that they use to help with the process.

In reviewing the proposal and schedule, the Task Force generally agreed that Tasks 1 and 2 for the design and development of outreach materials and needs assessment form for the Funding Area would need a proposal from the consultants. In general, it seemed that the Task Force agreed to avoid breaking down the tasks into subtasks for purposes of contracts unless deemed necessary. Anticipated task orders and their scopes of work will be discussed in detail at future meetings.

6. Insurance and other Requirements for Contractors and Sub-contractor (NGOs and CBOs)

Ms. Kirk reported that WBMWD will not require errors and omissions and professional liability insurance from subs if the work doesn't warrant it. Each time a new mini RFP/scope of service is developed for the on-call consultants to competitively bid on, WBMWD will assess if this insurance will be required to perform the said scope of service. The insurance requirements will be provided within the mini RFP. All of the insurance requirements are required by both the primes and the subconsultants. However, the prime has the option of either adding coverage on the prime consultant policies to cover the subs or requiring the subs to provide separate coverage. Either way, these costs will be provided in their proposal as clearly separate line items and could be reimbursed as part of the expenses related to the grant program.

Ms. Maloles-Fowler asked how other NGOs, community and tribal leaders identified in the Funding who should be utilized to engage their communities and who are not able to meet WBMWDs insurance requirements would be treated. CSU stated that they would be brought in as paid interns and TreePeople stated that they would be paid part-time employees.

7. Upcoming Meetings and Topics:

The Task Force agreed there was a need for meeting(s) in June and/or July to discuss scopes of work. Ms. Merenda offered to send out a doodle poll to solicit availability.